

NAVY FOIA ADMINISTRATIVE LOG

FOIA Case #:	2015-007691	Sister Case #:	
Subject:	FY 2013 FOIA requests submitted to WRN <input type="checkbox"/> PII		
Requester/Organization:	Mr. Robert Hammond		
Fee Category:	Other		
Processing Track:	SIMPLE		

<input type="checkbox"/> PII	<input type="checkbox"/> CLASSIFIED	<input type="checkbox"/> APPEAL	<input type="checkbox"/> LITIGATION
<input type="checkbox"/> REFERRAL	<input type="checkbox"/> CONGRESS	<input type="checkbox"/> HIGH VIZ	<input type="checkbox"/> CONSULTATION
Request Received By	DONFOIA-PA		
Receipt Date	7-22-15	Date Assigned:	7-22-15
		Date Due:	8-19-15
Caseworker	(b) (6)		

Checklist	Initial	Date
<input type="checkbox"/> PERFECTED? <input checked="" type="checkbox"/> Appellate Authority	(b) (6)	7-22-15
<input checked="" type="checkbox"/> PII removed from FOIA request (Paper & Tool)		7-22-15
<input checked="" type="checkbox"/> Req logged into FOL by (b) (6)		7-22-15
<input checked="" type="checkbox"/> Short Description		7-22-15
<input checked="" type="checkbox"/> Request logged into In-Processing Excel Tracker		7-22-15
<input checked="" type="checkbox"/> Acknowledgement sent to Requester/Ack Date	Auto	7-22-15
<input type="checkbox"/> Expedited		
<input type="checkbox"/> Fee Waiver		
<input type="checkbox"/> Adjudicated		
<input type="checkbox"/> 10-Day Extension Letter Sent		
<input type="checkbox"/> 20-Day Letter Sent		
<input type="checkbox"/> Consultation Sent to:		
<input type="checkbox"/> TV5 Tasking Sent to:		
<input type="checkbox"/> Vaughn Index Complete (If Applicable)		

Checklist	Initial	Date
<input type="checkbox"/> DD2086 Fee Assessment Completed (If Applicable)		
<input type="checkbox"/> Signature Package Reviewed (Final) (See SOP for Folder Assemble)		
<input checked="" type="checkbox"/> Signature Package Signed (Final)	(b) (6)	8-24-15
<input type="checkbox"/> Responsive Doc's Uploaded to FOIAonline		
<input checked="" type="checkbox"/> Notes/Emails Uploaded to FOIAonline		8-24-15
<input type="checkbox"/> Transferred/ Reassigned to:		
<input type="checkbox"/> Split Ref#:		
<input type="checkbox"/> Referral Letter Sent		
<input type="checkbox"/> Case Closed in FOIAonline		
<input checked="" type="checkbox"/> Final Response Sent to Requester	IN FOL	8-24-15
<input type="checkbox"/> Logged in Closed Cases Excel Tracker		
<input type="checkbox"/> (Classified) Case Closed in Excel Tracker		
<input type="checkbox"/> Case Folder Stored in File Repository (box in Office)		

Available to the Public			Initial	Date
<input type="checkbox"/> Initial Request Available to the Public	<input type="checkbox"/> Description Available to the Public	<input type="checkbox"/> Supporting Files Available to the Public		

Record Retention			Responsive Records		
<input type="checkbox"/> 2 Years	<input type="checkbox"/> 6 Years	Destroy Date:	# Responsive Documents	# Pages	Exemptions

Date	Initials	Comments	Time (Hrs)
7-24-15	(b) (6)	REASSIGNED TO R. STRONG FOR ASSIGNMENT TO TEAM 2 MEMBER.	-
7-27-15		CASE ASSIGNED TO ME.	-
7-30-15		EMMAILED DELIA GARCIA @ BUMED FOR COG.	.10
7-30-15		RECEIVED EMAIL FROM DELIA ASKING ME TO	.10
		SPEAK WITH ROBIN SINCE WE PROVIDED BUMED'S LAST	-
7-3-15		SPOKE WITH ROBIN - SHE'S TO CONTACT TO REQUEST	2.00
		SECURITY & DOD WE HAVE ALREADY RESPONDED TO	-
		HIS REQUEST. ROBIN TO SEND ME EMAILS. (Provides Responses etc)	-
		REQUESTER BELIEVES THAT THERE IS A CRITICAL	-
Subtotal			

Date of Draft: 4/7/2015